

**Oyster River Cooperative School District
REGULAR MEETING**

April 4, 2018

OR High School Library

7:00 PM

o. CALL TO ORDER (7:00 PM) {Superintendent}

I. 6:30 – 7:00 PM MANIFEST REVIEW/APPROVAL AT EACH SCHOOL BOARD MEETING

II. APPROVAL OF AGENDA

III. PUBLIC COMMENTS

IV. APPROVAL OF MINUTES

- Motion to approve 03/14/18 regular and 3/21/18 Regular and nonpublic meeting minutes.

V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS

A. District

B. Board

VI. DISTRICT REPORTS

A. Assistant Superintendent/Curriculum & Instruction Report(s)

B. Superintendent's Report

- 2018/19 Kindergarten Enrollment Update

C. Business Administrator

- FY17 Audit

- Siemens Mast Way Project Financing Update

D. Student Senate Report

E. Other:

VII. DISCUSSION ITEM

- School Board Committee Assignment
- MS Facility Committee Update
- Expanding World Language to Fifth Grade
- K-12 Mental Health Framework

VIII. ACTIONS

A. Superintendent Actions

B. Board Action Item

- Motion to approve Siemens Mast Way Project Financing
- Motion to nominate and approve Non-Continuing Contract Professional Staff Members as submitted by the Superintendent
- Motion to approve ORMS/HS Spring Coaches and Volunteers
- Motion to approve List of Policies for second read: EFAA – Payment for School Meals

IX. SCHOOL BOARD COMMITTEE UPDATES

X. PUBLIC COMMENTS

XI. CLOSING ACTIONS

- A. Future meeting dates:** 04/11/18 – Board Workshop – Homework – 7:00 PM
04/18/18 – Regular Meeting - ORHS Library - 7:00 PM
05/02/18 – Regular Meeting – **Mast Way School** – 7:00 PM

XII. NON-PUBLIC SESSION: RSA 91-A:3 II (a)

- Superintendent Contract

NON-MEETING SESSION: RSA 91-A2 I {If needed}

XIII. ADJOURNMENT:

The School Board reserves the right to take action on any item on the agenda.

**Respectfully submitted,
Superintendent**

**If you require special
communication aids, please
notify us 48 hours in
advance.**

**Oyster River Cooperative School District
SAU #5**

Welcome to the School Board meeting. If you wish to be heard by the Board, please note "Public Comment" at the beginning of the agenda (reverse side). During the comment section of the agenda each speaker may have up to three (3) minutes within the time frame allowed. Board Chair may limit time allotment as deemed necessary. Occasionally, the Board may "suspend its rules" to allow visitor participation at the time an issue of specific interest is being addressed. A speaker will not be recognized for a second time on a particular topic.

Visitors should not expect a Board response to their comments or questions under the above since the Board may not have discussed or taken a position on the matter. The Superintendent, without speaking for the Board, may offer clarification as appropriate.

Agendas and background information are available on the district website prior to meetings. Agendas and additional information are generally available at the entrance to the meeting room or distributed at the time the item is introduced for discussion.

The ORCSD School Board will meet in regular session on the first and third Wednesdays of the month with special meetings when necessary. The School Board appreciates your attendance at these meetings and invites your continued interest in its work on behalf of the children and residents of the District.

Oyster River Cooperative School District Members:

- | | |
|--------------------|----------------------------|
| • Brian Cisneros | Term on Board: 2018 –2021 |
| • Thomas Newkirk | Term on Board: 2016 - 2019 |
| • Kenneth Rotner | Term on Board: 2016 - 2019 |
| • Denise Day | Term on Board: 2017 - 2020 |
| • Michael Williams | Term on Board: 2017 - 2020 |
| • Allan Howland | Term on Board: 2018 - 2021 |
| • Daniel Klein | Term on Board: 2018 - 2021 |

Information Regarding Nonpublic Session

On occasion, the Board agenda may include (or be adjusted to include) a Nonpublic Session. When a motion is made to do so, it will be done under the provisions of the NH State Law RSA 91-A:3 II, and one or more of the following reasons will be claimed for entering Nonpublic Session:

- a. The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request will be granted.
- b. The hiring of any person as a public employee.
- c. Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting.
- d. Consideration of the acquisition, sale or lease of real property or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
- e. Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency of any sub-division thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled.

**Oyster River Cooperative School District
Regular Meeting**

March 14, 2018

ORHS Library

7:00 p.m.

SCHOOL BOARD: Denise Day, Brian Cisneros, Tom Newkirk, Kenny Rotner, Dan Klein, Al Howland. Not Present: Michael Williams and Student Representative H.J. Wilson

ADMINISTRATORS: Sue Caswell, Todd Allen, Superintendent Morse, Suzanne Filippone, David Goldsmith, Jay Richard, and Josh Olstad

There were 2 members of the public present.

I. CALL TO ORDER: By Tom Newkirk at 7:00 p.m.

Tom Newkirk would like to postpone the homework workshop until April 11th due to the inclement weather not allow enough time for collection of data.

Tom Newkirk also detailed that Dan Klein and himself have completed their six months on the Manifest Committee. Tom Newkirk moved that Denise Day and Brian Cisneros serve the next six months on the Manifest Committee with Kenny Rotner as the alternative, 2nd by Al Howland. Motion passed 6-0.

APPROVAL OF MANIFESTS:

Vendor Manifest #18: \$35,067.04

Payroll Manifest #17: \$1,299,728.31

Payroll Manifest #18: \$86,023.55

II. APPROVAL OF AGENDA:

Al Howland moved to approve the agenda, 2nd by Denise Day. Motion passed 6-0.

III. PUBLIC COMMENTS:

None

IV. APPROVAL OF MINUTES: Motion to approve 2/21/18 Regular Meeting Minutes:

Denise Day moved to approve the February 21, 2018 minutes, 2nd by Brian Cisneros.

Revisions: Page 4 paragraph 5 insert: The cell phone survey was meant to be a first step in the process.

Page 6 Paragraph 3: Denise Day asked for an examination for an alternative to a two-hour delay.

Motion passed 6-0.

V. ANNOUNCEMENTS, COMMENDATIONS and COMMENTS:

A. District: Suzanne Filippone, High School Principal, announced that Noah Strout won the meet of champions (which is with all divisions) at the 145 lb. weight class. He went on to the New England's and came in second and is now qualified to go to the nationals in Virginia Beach March 23-25th. Noah Strout went to the states and won his weight class and won 2nd in the states which qualifies him for the nationals.

Three students from SALT (Student Athletic Leadership Team) will be going to the state-wide leadership conference at Mt. Washington Hotel. The students are Devin McLain, Joe Morrell, Madde Alfonse. Nichole Casimiro will be their chaperone.

The Boys Varsity Basketball Team is headed to the state championship game on Saturday at 3:00.

The unified basketball team had a quarter final basketball game today. The students at the high school had planned a walk out today, but it was rescheduled to April 20th

The Counselors are meeting with students grades 9-11 about their plans and to personalize their education while at the high school.

Jay Richard of the Middle School announced that there were close to 30 students recognized for the scholastic writing awards. The robotics team has moved from the state championship and will be headed to the nationals in Kentucky.

They had three students participate today in a walk out and it was very positive.

Carrie Vaich and David Goldsmith, Mast Way and Moharimet Principal, announced that the week before and after February break they scheduled Read Across America. They had guest readers and many NH athletes came to read. The UNH interns presented a great skit on a book they had read. The schools are collaborating on Science Fridays, wonderful hands on activities. They are also planning other opportunities in the spring. Tomorrow night there will be a joint PTO meeting at Moharimet School on internet safety. They will be having

the book fair at the end of the month. Moharimet had their pot luck evening that represented their culture, and a student art show. They also had their annual penny day to raise money for the rebuilding of Puerto Rico. They have started a chess club on Mondays after school with over 30 students. Both schools are in the middle of kindergarten registration.

David Goldsmith reported that the move of the modular at Moharimet went extremely smooth and thanked everyone involved for all their hard work.

B. Board:

Al Howland announced that the Durham Department of Public Works has openings for the summer and will be open to Oyster River High School Seniors.

Denise Day mentioned that next Wednesday will be a community dinner and a wellness fair. It will be an informative and enjoyable evening.

Tom Newkirk announced that the Girls Hockey made the semi-finals this year. It is a real achievement. Last week he went to Concord to speak against Senate Bill 193. Essentially, 6% of their population is affected by this. However, it could have quite an effect on urban schools.

Kenny Rotner praised the accomplishments and activities in the District and recognized the three students who walked out of the middle school and the high school students who will be in doing so in April. These students are amazing, and they are to be admired.

VI. DISTRICT REPORTS:

A. Assistant Superintendent Curriculum and Instruction Report:

Todd Allen discussed the standardized testing SAS Standardized Assessment System. It is a shorter test that takes less time and it is broken into components that are computer adaptive. There is a math, reading and writing test. Grades 3-8. Grades 5 and 8 are also doing a science assessment. The high school does SATs as their assessment. We are in the final stages of preparing the Reach Catalog for the summer program and it should be available later this month.

B. Superintendent's Report: Superintendent Morse recognized the custodial staff, maintenance staff and the food service staff for their great work during voting yesterday. He also thanked the community that came out to vote despite the storm.

Correspondence on the waiver:

Superintendent Morse has drafted a waiver request to the Commission at NH Department of Education for lost instructional days of October 30, 2017 and October 31, 2017. Todd Allen reported that we are well within the school hours for the end of the school year.

Superintendent Morse mentioned that the conversation has begun on an alternative site beside the high school for voting.

C. Business Administrator: None

D. Student Senate Report: None

E. Sustainability Report: Maggie Morrison and Jacqueline Bruhn

How can we reduce the amount of single use plastic water bottles sold by the District? They are recommending to no longer sell single use plastic water bottles at Mast Way and Moharimet Schools as a first step in a multi-year effort to reduce the number of these bottle sold by the school district.

The sale of single use plastic water bottles across the district result in \$35K profit annually in the School Nutrition budget. Currently, the elementary schools raise \$5K in revenue from water bottle sales. Tom Newkirk mentioned that there will need to be a discussion on how to compensate the food service budget to cover the loss of revenue. The food service budget made \$18K last year and the 5K should be covered in that budget. Kenny Rotner brought up the social subject of selling water bottles where the District wants to make revenue? Kenny is supporting the moves to make our schools sustainable. Sometimes decisions need to be made that are not popular but are the right decisions.

Kenny Rotner moved in recognition of Earth Day in April, the School Board moves to end the selling of plastic water bottles at Moharimet and Mast Way, 2nd by Brian Cisneros. Motion passed 6-0.

Should the district purchase propane or Compressed natural gas buses as part of the bus replacement process? The Sustainability Advisory Committee recommends against the purchase of propane or CNG buses.

Superintendent Morse commended the Sustainability Advisory Committee on dialoguing with the board. They want to be a resource.

VII. DISCUSSION ITEMS

E-Rate: Josh Olstad discussed the RFP/RFQ E-rate Category 2 Products for battery backups. This battery keeps things running until power can be restored. This will be district wide. There was only one bidder of \$24,988.75 by Optiv Security. The contract was awarded on March 7th and the projected date of completion will be August 1st.

Denise Day moved to approve the RFP as presented for \$24,988.75, 2nd by Brian Cisneros. Motion passed 6-0.

Middle School Results on Competencies Survey:

Jay Richard spoke about the survey. He has sent the survey twice and received 51 responses. He asked to please encourage any parents with questions or concerns to speak with him. If parents have any questions on their child, he encourages them to come meet with the teachers. This is a growth process, but the response from the staff has been very positive. He did note that there were responses from parents that would like to go back to the previous grading system.

Al Howland noted that “progressing” and “exceeds” are going to have an educational element with parents and they had anticipated this before the rollout. Tom Newkirk feels it is important for parents to know their child’s area of strength, area of concern and area of progression. It is a lot of weight put on the narrative to put these ratings in context.

Kenny Rotner feels that this study did not connect with the parents of these district if there were only 51 responses. He feels that we have not made the case to the parents on how to approach it, how to work with their children, and how to work with the schools moving forward with it.

Brian Cisneros asked if you can tell how many parents are using the program and the frequency? Jay replied that they remind parents when reports are coming out and to check it. He is guessing that maybe 50-60% of parents are using it.

School Board Self-Evaluation:

By Board Policy the Board shall reflect on the degree to which its goals and objectives have been accomplished. The board shall address those areas as outlined in state laws and ORCSD established board goals.

Tom Newkirk thinks that by setting the Board goals earlier in the year has been a good decision for the Board.

Al Howland feels that we were coming off a difficult year. The diversity discussion, the football discussion, and the modular were all situations that arose that the Board dealt with. He feels that we are going to have to be time management sensitive towards our goals.

Kenny Rotner feels that we were effective in formulating board goals and that it was a good process. The budget was challenging, and our goals have not been reached.

Denise Day feels that maybe going forward to give a time frame on when we will be dealing with issues. This way we can prioritize issues and let the community know that we hear them.

Dan Klein feels that the Board needs to allow some time to deal with the unanticipated. He feels that we need to do a better job of getting into a routine of reviewing where we are on our goals.

Tom Newkirk asked if we are using the full year effectively? It felt like there wasn't enough time to deal with all the issues we needed to. The in-depth work with Siemens helped to lay out the facilities moving forward.

Superintendent Morse is pleased where they are regarding the Strategic Plan as well as the Middle School. Siemens has done extremely well.

VIII. ACTIONS:

A. Superintendent Actions: None

B. Board Action Items:

Motion to approve replacement ORHS Boys' Soccer Coach: Brian Cisneros moved to approve the replacement ORHS Boys' Soccer Coach, 2nd by Dan Klein. Motion passed 6-0.

IX. SCHOOL BOARD COMMITTEE UPDATES:

Denise Day mentioned that the Policy Committee met today. They are gathering information from the survey. At the next meeting will be discussion about where the board wants to go. They had 800 survey responses. They need to determine the parameters the Board's wishes.

Kenny Rotner discussed that they are working on the School Lunch Policy for the Board's review. They also discussed establishing a living memorial in some way that adds to the District as a whole.

Tom Newkirk reported that the Middle School Facilities Committee met and reviewed the possibilities of alternative sites in the District. They are on track to come before the Board with viable possibilities for further review.

X. PUBLIC COMMENTS: None

XI. CLOSING ACTIONS:

**A. Future Meeting Dates: 3/21 Regular Meeting - ORHS Library 7:00 p.m.
4/04 Regular Meeting - ORHS Library 7:00 p.m.**

XII. NONPUBLIC SESSION RSA 91-A:3 II (a)

- Superintendent Evaluation

NON-MEETING SESSION: RSAS 91-A2 (if needed)

Kenny Rotner moved to enter into nonpublic session under RSA:91-A:3II(a) at 8:55 p.m., 2nd by Denise Day. Upon roll call vote, the motion passed 6-0.

Respectfully submitted,
Laura Grasso Dobson
Recording Secretary

**Oyster River Cooperative School District
Regular Meeting**

March 21, 2018

ORHS Library

7:00 p.m.

SCHOOL BOARD: Denise Day, Brian Cisneros, Tom Newkirk, Kenny Rotner, Dan Klein, Al Howland, Michael Williams, and Student Representatives: Hannah Jane Wilson and Patty Andersen-New Student Representative

ADMINISTRATORS: Sue Caswell, Superintendent Morse, Suzanne Filippone, David Goldsmith, Josh Olstad, and Jay Richard

There were 9 members of the public present.

I. CALL TO ORDER: By Superintendent Morse at 7:00 p.m.

Election of Officers: Kenny Rotner nominated Tom Newkirk to serve as the Board Chair, 2nd by Michael Williams. The motion passed 6-1-0 with Tom Newkirk abstaining.

Nomination of Vice Chair: Kenny Rotner nominated Denise Day as Vice Chair of the Board, 2nd by Dan Klein. Motion passed 6-1-0 with Denise Day abstaining.

Welcome of School Board Student Representative:

Tom Newkirk thanked Hannah Jane Wilson for all her work as the Student Rep on the Board. She thanked the Board for giving her the great experience and introduced Patty Andersen as the new Student Representative to the School Board.

Kenny Rotner moved to enter into nonpublic session under RSA 91-A:3 II c, 2nd by Denise Day. Upon roll call vote, the motion passed 7-0.

APPROVAL OF MANIFESTS:

Vendor Manifest #20: \$83,967.60

II. APPROVAL OF AGENDA

Addition to the Agenda: The attorney for the ACLU has contacted Tom Newkirk and talked to him about the possibility of Oyster River getting involved if the Senate Bill passes. Tom Newkirk suggested a Board conversation on this matter. **Brian Cisneros moved to approve the agenda with the addition, 2nd by Al Howland. Motion passed. 7-0.**

III. PUBLIC COMMENTS:

Dean Rubine of Lee congratulated the Board members on the election. He also congratulated the District on passing the budget.

Keith O'Brien spoke briefly on the cell phone issue at the middle school. He agrees that it is the parent's prerogative if they want to give their children cell phones, but it is up to the schools to make the decision on what is allowed in the buildings. He also believes that cell phones in the middle schools do not keep them safer. The policy he is asking for does not put the safety of kids at risk.

Deana Pilkenton is a parent of four children in the District. She pointed to research that concludes that cell phones in the middle schools are a distraction to students. This review of the policy district wide is an opportunity to set the bar of the culture of the core values of the schools.

Sarah Farwell of Lee has three kids in the District and there is so much research that clearly supports keeping phones out of the middle schools. She feels that kids are getting cell phones younger and doesn't support use of them at the middle school.

Lori Bromley of Durham spoke to the Board. She is a teacher in Greenland and the issue of cell phones isn't brought up because there is a cell phone policy that they are not used in the school. If the technology is needed for learning, then she feels that the District needs to provide it.

John Polagi of Durham feels that the District needs to: Establish separate policies for School District management of technology devices vs. personal mobile devices. He feels that policies should include the following: clear and encompassing definitions of school devices vs personal ones, a acceptance use policy of what is acceptable and what isn't, consequences for disruption and misuse, and a user agreement for both user and parents.

Chris Skoglund of Durham spoke in support to ban cell phone use for any reason during the school day in the middle school. He also added that this policy would not preclude the use of screens by teachers to enhance learning or enrich student academic experience through the use of district provided technology.

IV. APPROVAL OF MINUTES:

Motion to approve 3/14 regular and non-public meeting minutes:

Kenny Rotner recommended postponing the public minutes until the next meeting.

Nonpublic 3/14 Minutes: Al Howland moved to approve the nonpublic minutes of 3/14, 2nd by Brian Cisneros. Motion approved 6-1-0 with Michael Williams abstaining.

V. ANNOUNCEMENTS, COMMENDATIONS and COMMENTS

A. District:

Lisa Huppe, Transportation Director, mentioned that the NH School of Transportation has a dinner annually to acknowledge drivers for safe driving. She commended driver Brenda Small who received a 25 year safe driving award, and Jim Flasher for receiving a 20 year safe driving award.

Jay Richard of the Middle School reported that the Durham Police Dept. is sponsoring a social media forum for the parents. It will be on April 9th at 6:30 at the high school.

B. Board:

Denise Day attended the joint Moharimet and Mast Way PTO meeting last week. The presentation was on social media. It was really well done and informative.

VI. DISTRICT REPORTS

A. Assistant Superintendent/Curriculum & Instruction Report: None

B. Superintendent Report:

Superintendent Morse and Sue Caswell attended a Durham Town Council meeting and asked for the release of school impact funds that the town collects to assist in the Mast Way expansion. It was a unanimous vote that they released the funds. Durham has collected \$96,174 plus accrued interest. Kenny Rotner asked if Lee and Madbury garner that fee as well. Superintendent Morse replied that Lee and Madbury do not.

Superintendent Morse reported that the health insurance costs will be 0.3%. It will be over 200K savings to the District and Sue Caswell will have the exact numbers at the next meeting.

Superintendent Morse also thanked Yates Electric for their generous \$5K donation to the scoreboard for the baseball field.

The Middle School was recognized as a NELMS Spotlight School. There are only 30 Spotlight Schools throughout New England.

Cell Phone Discussion: Superintendent Morse discussed the cell phone use survey at the middle school from the parents and the teachers. They received 800 responses from parents on the survey. There is clearly an interest that our current policy needs to change and that it needs to be more restrictive.

Denise Day feels we need to figure out something that makes sense that may be more restrictive than what we have now, but she could not support a total ban.

Tom Newkirk feels that there is a general sense that we need to have a tighter policy at the school.

Kenny Rotner discussed that the parents that were asking for cell phones be allowed in the schools feel that safety was a concern, and also the convenience of being in touch with students about arranging rides. Parents that are against cell phones feel that it is a distraction and a mental health issue. It is a goal of a Board to look at these concerns. We are providing the technology that is needed in the schools.

Al Howland asked where are we moving with technology, what are we providing? We have built a demand for technology by building a rich infrastructure and now the technology is robust. Everything must be equitable in the District.

The Board discussed what other information do we need to go forward with a policy. How do they handle the request for usage of technology and how do they handle the personal devices? Are they waiting to the end of the day or going to the office? Kenny Rotner thinks part of the decision is to think philosophically about what is best.

Dan Klein feels that the Board needs to be purposefully thinking through the role of technology through curriculum. We will find ways for parents to communicate with their child if they need to. We may need to find a short time

frame during the day, perhaps before lunch, if they need to communicate with a parent.

Hannah Jane Wilson suggested that if a parent needs to reach the child during the day, to go through the office.

Brian Cisneros added that we need to make any policy changes clear to the parents. Brian Cisneros and Tom Newkirk will be visiting other schools to see their policy and collect data. They will report their findings to the Board. At that time, the Board will set guidelines they want to see, and the Policy Committee will craft the policy to bring back to the Board.

Kenny Rotner moved that Tom Newkirk and Brian Cisneros have the approval to go forward and examine policies at other schools and bring back their recommendations to the School Board 2nd by Al Howland. Motion approved 7-0 with the Student Representative voting in the affirmative.

The Parent Survey Results:

The Oyster River School Board is in the process of evaluating our middle school cell phone procedures. Which of the following options would you support for Oyster River Middle School?

No cell phones allow on the bus or at school	14.45%
No cell phone use allowed during school hours	30.74%
No cell phone use unless with expressed permission from A school adult	19.41%
Continue the current practice of allowing u se during lunch, Recess, or with adult permission	36.41%

Middle School Teacher Cell Phone Survey:

The Oyster River School Board is in the process of evaluating our middle school cellphone procedures. Which of the following options would you support for Oyster River Middle School?

No cell phones allowed on the bus or at school	1.54%
No cell phone use allowed during school hours	15.38%
No cell phone use unless with expressed permission From a school adult	47.69%
Continue the current practice of allowing cellphone Use during lunch, recess or with adult permission	35.38%

Bus Transportation Bid:

Lisa Huppe reported on the bus transportation bid with the Board.

Bus Transportation RFP-RFQ Bus Lease:

77 Passenger School Bus Lease

The contract was awarded to W.C. Cressey based on warranty, site location, proposal on service, and cost.

Denise Day moved to approve the transportation bus bid to W.C. Cressey for \$82,250, 2nd by Brian Cisneros. Motion approved 7-0 and the Student Representative voting in the affirmative.

C. Business Administrator

Budget Update:

Sue Caswell updated the Board on the FY 18 budget and stated that she will have the Health Trust hard numbers available at the next Board meeting.

D. Student Senate Report:

Hannah Jane Wilson reported that today the 10th graders took PSAT exams, 9th Graders had a Wellness Day, 11th Grade had SATs, 12th graders completed a community service day. She also noted that spring sports have started.

E. Other: None

VII. DISCUSSION ITEMS

E-Rate: Josh Olstad reported to the Board the RFP/RFQ erate category 1 wide area network fiber.

RFP/RFQ eRate Category 1- Internet service: Awarded to First Light \$900 a month/500 Mbps, Michael Williams moved to approve the RFP/RFQ eRate Category 1 internet service to First Light at \$900 a month/500 mbps, 2nd by Brian Cisneros. Motion passed 7-0.

RFP/RFQ eRate Category 1 Wide Area Network Fiber: Awarded to First Light at \$8,190 month, Michael Williams moved to approve RFP/RFQ e-Rate category 1 wide area network fiber to be awarded to First Light at \$8,190 per month, 2nd by Brian Cisneros. Motion passed 7-0.

SB193 Discussion:

Tom Newkirk reported that the first step would be to have a non-meeting with the attorney to discuss what would be involved in being part of that suit. There would not be a cost involved to the District.

Kenny Rotner moved to set up a nonmeeting with attorney about possibly joining a suit on SB193, 2nd by Al Howland. Motion passed 7-0.

VIII. ACTIONS:

A. Superintendent Action Items: None

B. Board Action Items:

Motion to approve Administrator Contracts as submitted by the Superintendent: Denise Day moved to approve the administrator contracts as submitted by the Superintendent, 2nd by Brian Cisneros. Motion approved 7-0.

Motion to approve the ORAA Salaries: Denise Day moved to approve the ORAA Salaries, 2nd by Brian Cisneros. Motion passed 7-0.

Motion to approve the Director salaries: Denise Day moved to approve the Director salaries, 2nd by Dan Klein. Motion passed 7-0.

Motion to nominate and approve continuing contract professional staff members as submitted by the Superintendent. Denise Day moved to nominate and approve continuing contract professional staff members as submitted by the Superintendent, 2nd by Brian Cisneros. Motion passed 6-1-0 with Kenny Rotner abstaining.

Motion to approve the MS-22: Denise Day moved to approve the MS-22, 2nd by Michael Williams. Motion passed 7-0.

Motion to accept ORHS Letter of Resignation: Denise Day moved to accept a ORHS Letter of Resignation, 2nd by Dan Klein. Motion passed 7-0.

Motion to elect William Leslie as ORCSD School District Clerk, Lisa Harling as ORCSD School District Treasurer, and Dr. Katy Lilly as ORCSD School District Physician for the 2018-19 school year. Kenny Rotner moved to elect William Leslie as ORCSD School District Clerk, Lisa Harling as ORCSD School District Treasurer, and Dr. Katy Lilly as ORCSD School District Physician for the 2018-19 school year, 2nd by Denise Day. Motion passed 7-0.

Motion to approve the Policy for a first read EFAA – Payment for school meals: Kenny Rotner moved to approve Policy EFAA for a first reading 2nd by Denise Day. Motion passed 7-0.

IX. School Board Committee Updates:

Al Howland reported that the Wellness Committee met and discussed a sleep survey and wellness assessment survey. The Wellness Policy has not been updated since 2012 and he would like to have a Board discussion on a plan for the committee moving forward

X. PUBLIC COMMENT: None

XI. CLOSING ACTIONS:

Future Meeting Dates: April 4th and April 18th Regular Meeting at ORHS Library 7:00 p.m.

XII NON-PUBLIC SESSION RSA 91-A:3 II (a):

- Superintendent Contract – Postponed to April 4, 2018

NON-MEETING SESSION RSA 91-A2 I {If needed}

XIII ADJOURNMENT

Michael Williams moved to adjourn the meeting at 9:35 p.m., 2nd by Brian Cisneros. Motion passed 7-0.

Respectfully yours,
Laura Grasso Dobson
Recording Secretary

Oyster River Cooperative School Board

March 21, 2018 ORHS C-120

NON-PUBLIC MEETING
MINUTES

Kenneth Rotner moved to enter into nonpublic session at 7:10 p.m. in accordance with RSA 91-A:3 II (C) – Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting, 2nd by Denise Day. Upon roll call vote, the motion passed 7-0.

School Board Attendees:

Tom Newkirk
Kenny Rotner
Denise Day
Michael Williams
Dan Klein
Allan Howland
Brian Cisneros

Administrators Present:

Superintendent Morse

Dr. Morse informed the Board of a report that he was made aware of involving the high school that he wanted them to know about and a personnel matter.

The School Board returned to public session at 7:23pm.

Respectfully Submitted,
Dr. James Morse
Superintendent

MOHARIMET REGISTRATION STATISTICS -Updated 3/28/18

Date	2007		2008		2009		2010		2011		2012		2013		2014		2015		2016		2017		2018				
	K	1 st	K	1 st	K	1 st	K	1 st	K	1 st	K	1 st	K	1 st	K	1 st	K	1 st	K	1 st	K	1 st	K	1 st			
3/1									12	1																	
3/2									21	2																	
3/3									22	2																	
3/4					15				24	2			7	1													
3/5	19		22								12	4	11												24		
3/6	22										21		16	3								22	2	25			
3/7	26		30						28	4	31		22	4					43	3	30		31	1			
3/8									30	5	32		23						47	4	34	3					
3/9											36						8	1		5	40		35				
3/10			38						37	7							12	2	48	6	41						
3/11			40		37	3	21	2	40	7			25				19	4	50								
3/12							25	2			40		28	5			25	5									
3/13			40								44		30				30	7									
3/14	39		49								45	5	32														
3/15									46	8		6	33				31	8			42						
3/16	45				40	4	29	2	50	8	46	7							7					36			
3/17									50	8							32										
3/18					44	4			53	8			38				33										
3/19	47						35	5																37			
3/20			52		47	4					50	7	41														
3/21	50										53	7															
3/22	51								55	8			42						8					39			
3/23											55	7												40			
3/24			53												13				51								
3/25													44	6	17	2											
3/26					50	5									26	4											
3/27	55										56	7			34	6											
3/28	58								58	9			45	7	42												
3/29											57	7															
3/30					52	5			60	9					44		34										
3/31					54	5	41	7																			
4/2	60										58	7			7	37			9								
4/3													51	17		8											
4/4									61	9													4				
4/5									62	9	59	7					38					43					
4/9	60				56	6					60	7			46												
4/13	61																	9	52								
4/15							46	9																			
4/19	62														49								5				
4/20	63				55	6	47							18													
5/2	64																42					44					
5/4																			53								
5/5																			54			45					
5/7											61	7	54														
5/8											63	8			53												
5/11	66				58	6					63	9				44	12										
5/14											64	9	55			47							5				
5/15											65	10			55	49			10			7					
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5/29											66	10	59	19													
6/1											66	11															
6/3																			55								
6/8											67	11			57		50	14				46					
6/11					60	8																					
6/13	69						54	12							58		47										
6/14																			56			47	8				
6/15																			57				9				
6/29	71																16					48					
7/8					62	8			65	11												49	10				
8/7									65	12								18					11				
8/19	66		58				59	19									52	21					12				

**OYSTER RIVER
COOPERATIVE SCHOOL DISTRICT**

Management Letter

For the Year Ended June 30, 2017

TABLE OF CONTENTS

	<u>PAGE</u>
INTRODUCTORY LETTER	1
<u>STATUS OF PRIOR YEAR RECOMENDATIONS:</u>	
1. Prepare for Single Audit Changes	2
2. Prepare to Implement GASB 75 for OPEB	2

To the School Committee
Oyster River Cooperative School District

In planning and performing our audit of the basic financial statements of the Oyster River Cooperative School District as of and for the year ended June 30, 2017, in accordance with auditing standards generally accepted in the United States of America, we considered the Oyster River Cooperative School District's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

During our audit, we became aware of other matters that we believe represent opportunities for strengthening internal controls and operating efficiency. The recommendations that accompany this letter summarize our comments and suggestions concerning those matters.

This communication is intended solely for the information and use of management, School Committee, others within the organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

Melanson Heath

January 22, 2018

PRIOR YEAR RECOMENDATION:

1. Prepare for Single Audit Changes

Prior Year Issue:

In the prior year, we advised the District of significant new requirements related to single audits. In addition to raising the threshold for requiring a single audit from \$500,000 to \$750,000, there are new requirements of OMB's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (UG) for single audits.

Current Year Status:

This issue is partially resolved. The District has taken steps to review current policies and standards applicable to the new uniform guidance and is in the process of weighing revisions as needed to ensure compliance with new requirements.

Further Action Needed:

We recommend that the District continue making revisions where needed and then implement training on the revised policies and procedures to ensure staff is aware of changing regulations. This will help the District to minimize the risk of new single audit compliance findings in fiscal year 2018.

2. Prepare to Implement GASB 75 for OPEB

Prior Year Issue:

In the prior year, we advised that beginning in fiscal year 2018, the District will be required to implement the Governmental Accounting Standards Board (GASB) Statement 75 *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions (OPEB)*. GASB has taken the position that OPEB is a form of compensation and the liability/expense should be recognized while the employee provides service to the government. GASB Statement 75 replaces Statement 45, and requires the full net OPEB liability and related expenses to be presented on the government's accrual basis financial statements. Previously, the liability was recorded incrementally, generally increasing based on the degree to which a government funded the annual required contribution. It is expected that the implementation of this accounting standard will have a material impact on the District's financial statements, including the recording of a larger net OPEB liability and substantial new disclosures.

Current Year Status:

We understand the Business Administrator has attended several workshops in regard to GASB75.

Further Action Required:

We recommend the District continue planning for the implementation of GASB 75, and ensure that actuarial valuations are performed in a timely manner and in compliance with the new requirements. It will also be important for the District to maintain an adequate system of documentation to support the employee census data information provided to the actuary, since this information will now be subject to annual audit testing.

Oyster River School Board

REQUESTS FOR COMMITTEE ASSIGNMENTS 2017 – 2018

Approved: April 19, 2017

REVISED: June 8, 2017

# reps	PUBLIC MEETINGS	Thomas	Allan	Daniel	Brian	Kenneth	Michael	Denise
2-3	Facilities Committee			X		X	X	
3	Policy Committee	X				X		X

# reps	NON/MEETING NONPUBLIC	Thomas	Allan	Daniel	Brian	Kenneth	Michael	Denise
3	Negotiations - GUILD	X	X	X				

REPRESENTATIVES TO OTHER GROUPS

# reps		Thomas	Allan	Daniel	Brian	Kenneth	Michael	Denise
1	District Tech Com							
1	NHSBA Delegate	X						
3	Strategic Planning Committee							
1	Wellness		X					
1	Sustainability				X			
1	Long Range Planning							X

Middle School Discussion Continues

The Oyster River Middle School opened in 1935. It has served the district with distinction over the years as a high school, elementary school and middle school. However, the time has come to think about retiring the 83-year-old facility. To that end, the Oyster River School Board directed Superintendent Jim Morse to form a Superintendent's Middle School Advisory Committee. The committee has been meeting since September 2017. It is comprised of elected town leaders from Durham, Lee and Madbury, an architect, an engineer, a land developer, community members from all three towns and administrative support. The committee has been studying thirteen different options with the goal of creating a short list for School Board consideration by the end of the 2017-18 school year.

The options being considered are:

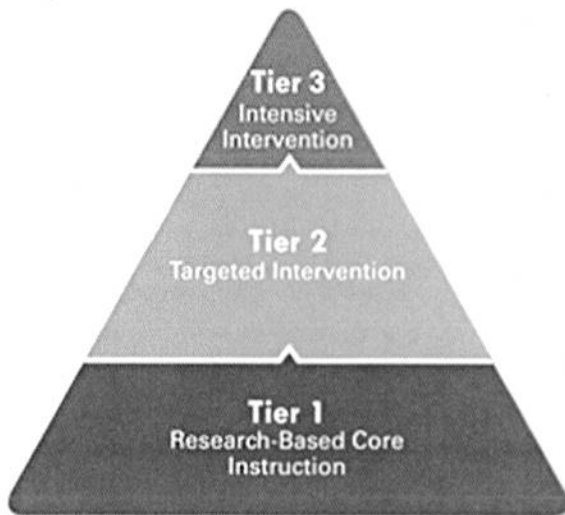
1. Renovate the building once again. The current middle school was last renovated in 1996. Over the years it was renovated twice before, in 1954 and 1979. The question before the committee is whether it makes educational and financial sense to renovate the building again.
2. Build new on the current site. The current building has a roof area equivalent to three football fields. If a new building was built, it is feasible to do so with far less of a footprint, as little as one football field.
3. Build new on a new site. The current site is 11.5 acres. If the district were to choose a new site there is potential for a much larger lot which provides more space for fields and less traffic congestion. A new site also comes with costly site development costs which could be offset by the sale of the current middle school.
4. Add a new middle school wing to the existing high school. The current middle school would be closed and the property sold.
5. Build a Grades 6 – 8 middle school and send grade 5 back to the elementary schools. This option would require construction at all three schools.
6. Build a Grades 7 – 8 middle school and renovate elementary schools to Grades K – 6. This option would require construction at all three schools.
7. Add Grades 5 to 8 to each elementary school resulting in Mast Way and Moharimet K – 8 schools. This option would require construction at both elementary school.
8. Tear down portions of existing school and replace with new construction. This option would require temporary housing for middle school students while construction was happening.
9. Build new Grades Grade 6 – 8 middle school on a new location and expand elementary schools to Grades K – 5. This option would require construction at all three schools.
10. Change the elementary schools so one is Grade K – 4 and the other is Grades 5 – 8. This option would require construction at both elementary schools.
11. Build new Grade K - 8 on a different site and sell current OR Middle school, Mast Way and Moharimet schools. This option would result in a school of nearly 1,400 students
12. Build new OR High School and move existing middle school into the current high school.

13. Explore building new regional high school and move existing middle school into existing high school. This option would require school systems willing to work together.

Once Superintendent's Middle School Advisory Committee has narrowed the list of options they will forward their abridged list to the Oyster River School Board. The School Board will contemplate and discuss the options presented, choose the one that they feel makes the most sense, and make a recommendation to the Oyster River community.

K-12 School-Based Mental Health Supports

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT'S K-12 MULTI-TIERED SYSTEMS OF STUDENTS SUPPORTS (MTSS) SUMMARY AND ACTION PLAN



What is MTSS? It's Multi-Tiered

A framework of multi-tiered student supports which provides a continuum of supports or interventions that addresses the needs of all students, from those who need very little to those who need intensive supports.

What is MTSS? It's Data-Based

MTSS involves screening and objective measurement of needs using norm-referenced assessments that are valid and reliable.

(Some) Examples of Screening Tools that we could use...

Devereux Student Strengths Assessment (DESSA)	Social Emotional Competence of Children	Grades K-8 Grades 9-12 (in development)
CAGE	Substance Abuse Screening Tool	Ages 16+
ED School Climate Survey (EDSCLS)	Academic School Climate Global Functioning Substance Abuse	Grades 5-12
Foa's Child PTSD Symptoms Scale (CPSS)	Trauma	Ages 8-18
Penn State Worry Questionnaire for Children (PSWQ-C)	Anxiety	Ages 7-18
Strengths and Difficulties Questionnaire (SDQ)	Anxiety Depression/Mood Disruptive Behavior Global Functioning Hyperactivity Social Skills	Student (11+) Caregiver (2-17) Educator (2-17)

What is MTSS? It's Evidence-Based

Evidence-based: Programs, services, or supports are based directly on scientific evidence, have been evaluated in large-scale studies, and have been shown to reduce symptoms and/or improve functioning.

They are recognized in national evidence-based registries such as Blueprints for Health Development, The National Registry of Evidence-Based Programs (NREPP), and What Works Clearinghouse...to name a few.

Open Circle (Tier 1)	Social Skills Problem Behaviors Middle School Adjustment Physical Fighting	Grades K-5
Bringing in the Bystander (Tier 1)	Sexual Violence School Climate	Grades 9-12
Signs of Suicide (Tier 1)	Suicide Prevention Knowledge, Attitudes and Beliefs about Mental Health	Middle School High School
Group Psychoeducation & Counseling Based on Cognitive Behavior Therapy (Tier 2)	Social Skills Anxiety/Stress Depression/Mood Motivation Executive Functioning Disruptive Behavior	K-12
Individual Counseling (CBT, Trauma-Focused CBT, Motivational Interviewing) (Tier 3)	All Mental Health Needs	K-12

Tier 1

Tier 1: Mental health related activities, including promotion of possible social, emotional, and behavioral skills and wellness which are designed to meet the needs of all students regardless of whether or not they are at risk for mental health problems. These activities can be implemented school-wide, at the grade level, and/or at the classroom level.

Taught in classes by teachers

Assemblies and community presentations

Part of curriculum

Supported and reinforced school-wide

Tier 2

Tier 2 involves selective services and supports to address mental health and substance use concerns.

Provided for groups of students who have been identified through needs assessments and school teaming processes as being at risk for a given concern or problem.

This level of supports are considered prevention or secondary prevention services.

Examples could include:

- Psychoeducational Groups on Selected Topics
 - Anxiety and Stress Management
 - Social Skills
- Counseling Groups using Cognitive Behavior Therapy (CBT) Procedures:
 - Managing Panic and Anxiety for Adolescents (MAP-A)
 - Learning to Breathe: Mindfulness Based Relaxation Training

Tier 3

Indicated services and supports to address mental health and substance use concerns

Individualized to meet the unique needs of each student who is already displaying a particular concern or problem and displaying significant functional impairment

- Functional Behavior Assessment by Behavior Specialists or School Psychologists
- Individual Behavior Plans
- Individual Counseling (School Counselors/School Psychologists)
- Individual Counseling with contracted outside agencies:
 - Community Partner's Therapists
 - Licensed Drug and Alcohol Counselor (MLDAC)
 - Constellations Behavioral Health: Board Certified Behavior Analysts (BCBA)

School Health Assessment and Performance Evaluation System (SHAPE)

Hosted by National Center for School Mental Health (CSMH) at University of Maryland School of Medicine.

The National Quality Initiative (NQI) is an effort of the Center for School Mental Health (CSMH) in partnership with the [School-Based Health Alliance \(SBHA\)](#) to advance accountability, excellence, and sustainability for school health services nationwide by establishing an online census and national performance measures. The SHAPE System serves as the portal by which comprehensive school mental health systems can access the census and performance measures, as well as obtain customized school and district level progress reports and useful resources to improve system quality and sustainability.

Funding support for the development of The SHAPE System comes from the Behavioral Health Administration via the 1915(c) Home and Community-Based Waiver Program Management, Workforce Development and Evaluation and the Maternal and Child Health Bureau (MCHB), Division of Child, Adolescent and Family Health, Adolescent Health Branch of the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS).

Action Steps through SHAPE Self-Assessment

Map existing services and supports across all tiers

Use evidence-based registries to examine the rigor of current services and supports

Identify existing services and supports with a strong evidence base, examine the reach of these services (e.g., are they available for all students who would benefit or only a subsample), and promote expansion within our system

Identify existing services and supports that are not evidence based and consider the area of need and identify replacement programs using national registries

Analyze specific considerations

- **Intended Population:** gender, developmental level, race, ethnicity, language, and strengths and needs of those students who will receive the intervention or programs.
- **Intervention Target:** Ensure EBPs target intended outcomes
- **Baseline Severity Levels:** consider areas of need through data analysis
- **Intervention Delivery:** who delivers EBP, when is it delivered, and who are targets of intervention (students, teachers, families)

Quality Assessment

Analysis of Building-Level Teaming: Composition of building-level mental health teams that identify students at risk and monitor progress of interventions at each Tier.

Needs Assessment/Resource Mapping

Analysis of Screening Procedures

Analysis of Evidence-Based Services and Supports

Analysis Evidence-Based Implementation

Analysis of School Outcomes and Data Systems

Analysis of Process for Data-Driven Decision Making

Sustainability Assessment

Funding and Resources

Resource Utilization

System Quality

Documentation and Reporting of Impact

System Marketing and Promotion

Trauma Responsiveness Assessment

Whole School Safety Planning

Whole School Prevention Planning

Whole School Trauma Programming

Classroom Strategies

Prevention/Early Intervention Trauma Programming

Targeted Trauma-Informed Programming

Staff Self Care

Family and Community Engagement

Where the MHWC is today

✓ School Profiles of all four schools completed and entered into SHAPE database

▣ Quality Assessment

- Teaming
- Needs Assessment/Resource Mapping
- Screening
- Evidence-Based Services and Supports
- Evidence-Based Implementation
- School Outcomes and Data Systems
- Data-Driven Decision Making

Sustainability Assessment

Trauma Responsiveness Assessment

Report to School-Board

Non-Tenured Teacher List
2018-19 Updated 03/15/18

Last	First	School	FTE	Position	1st	2nd	3rd	4th	5th	Cont	Criteria (see below)
Caswell	Valerie	MOH	1.00	Nurse 1:1		x					a
Crosby	Katherine	MOH	1.00	Special Education			x				b
Gianino	Melissa	MOH	1.00	Special Education		x					a
Morley	Brittany	MOH	1.00	School Psychologist		x					a
Ray	Katherine	MOH	1.00	Grade 3		x					a
Biggwither	Rebecca	MW	1.00	Grade 1/2		x					a
Kennedy	Francesca	MW	1.00	Kindergarten			x				a
Laliberte	Susan	MW	1.00	Kindergarten		x					a
Leifer	Susan	MW	1.00	Technology Intergrator		x					a
Leone	Amy	MW	1.00	Speech & Language			x				a
Smith	Deborah	MW	1.00	Special Education			x				a
Cathey	Sara	ORHS	1.00	Science					x		a
Cooke	Erica	ORHS	1.00	Mathematics					x		a
Ficker	Victoria	ORHS	1.00	Physical Education		x					a
Hughes	Kristen	ORHS	1.00	Speech & Language			x				a
Jensen	Jaclyn	ORHS	1.00	Social Studies		x					a
Johnson	Emily	ORHS	1.00	Speech & Language		x					a
Johnson	Katie	ORHS	1.00	Mathematics					x		a
Kearney	Chris	ORHS	1.00	Mathemathics					x		a
Lacasse	Adam	ORHS	1.00	Business/Computer				x			a
Long	Ryan	ORHS	195 days	Psychologist			x				b
McGrath	Scott	ORHS	1.00	Social Studies			x				a
Moore	Elliott	ORHS	1.00	World Language		x					a
Peschel	Sean	ORHS	195 days	ELO Coordinator		x					b
Pomeroy	Jill	ORHS	1.00	Mathematics			x				b
Open	Position	ORHS	1.00	School Nurse							-
Satterfield	Alexander	ORHS	1.00	Special Education		x					a
Sinclair	Timothy	ORHS	1.00	Special Education					x		a
Trier	Margaret	ORHS	1.00	English			x				a
Weeks	Jennifer	ORHS	1.00	English/Video Production			x				a
Wolph	Kimberly	ORHS	1.00	School Nurse			x				a
Cahoon	Clayton	ORMS	1.00	Mathematics		x					a
Cote	Rheanna	ORMS	1.00	School Counselor		x					a
Derick	Johnathan	ORMS	1.00	Science				x			a
Donovan	Kimberly	ORMS	1.00	Language Arts		x					a
French	Candace	ORMS	1.00	World Language		x					a
Gehling	Ruth	ORMS	1.00	Mathemathics		x					a
Geltz	Emily	ORMS	1.00	Gr.6 Language Arts					x		a
Geschwend	David	ORMS	195 days	School Psychologist					x		a
Hicks	Jordan	ORMS	1.00	Social Studies		x					a
Hird	Caroline	ORMS	1.00	Grade 5		x					a
O'Brien	Sara	ORMS	1.00	Grade 5		x					a
Olberg	Jarika	ORMS	1.00	Chorus				x			a
Ramsdell	Laurenne	ORMS	1.00	Language Arts		x					a
Viens	Nikola	ORMS	1.00	Technology Intergrator			x				a
Vizzo	Michele	ORMS	1.00	Language Arts			x				a
von Oeyen	Andrea	ORMS	1.00	Strings					x		a
Ward	Aaron	ORMS	1.00	Grade 6					x		a



To: Dr. Jim Morse, Superintendent
From: Andy Lathrop/Mark Milliken
Date: March 30, 2018
Re: MS/HS Spring Coach Nominations

Message:

Please accept the following names for nominations for coaching their selected sports activity for the spring season.

ORHS Paid Positions:

Name	Position	Stipend	Years	Longevity	Total
Justin Loring	Boy's JV Lacrosse 0.5 FTE	\$1,300	0	\$0	\$1,300
Nathan Morneault	Boy's JV Lacrosse 0.5 FTE	\$1,300	1	\$0	\$1,300
Brian Seeley	JV Softball {using JV Volleyball stipend}	\$2,336	2	\$0	\$2,336
ORMS Paid					
David Geschwendt	Softball {Replacing Brian Seeley}	\$1,997	0	\$0	\$1,997
Heather Concannon	MS Outdoor Track	\$2,395	0	\$0	\$2,395

VOLUNTEER:

Name	Position				
Tyler Nadeau	Asst. Varsity Baseball				
Steve Lambert	Asst. Varsity Baseball				

Oyster River Cooperative School District

COACHING NOMINATION FORM

Name of Candidate: Justin Loring	School: ORHS
Position: JV Boys Lacrosse Coach/Assistant Varsity	Paid: <input checked="" type="checkbox"/> Non-Paid: <input type="checkbox"/>

Athletic Director Narrative:

Justin is an experienced lacrosse coach. He previously coached for me at Bishop Brady High School as the Head Varsity Boys Coach. Like me, the commute was difficult for him, so he was available and is very excited to work with both our JV and Varsity players in the program.

Attachments: Reference Checks: Application:

Andrew P. Lathrop
Signature of Athletic Director

3/1/2018
Date

Oyster River Cooperative School District

COACHING NOMINATION FORM

Name of Candidate: Nathan Morneault	School: ORHS
Position: Boys Lacrosse Asst.	Paid: <input checked="" type="checkbox"/> Non-Paid: <input type="checkbox"/>

Athletic Director Narrative:

Nathan coached with us last year. Since we cannot field a JV team for Boys this year, we would like to split the JV Stipend between Nathan and Justin Loring, as they would like to stay on as coaches in the program.

Attachments: Reference Checks: Application:

Andrew P. Lathrop
Signature of Athletic Director

3-23-18
Date

Oyster River Cooperative School District

COACHING NOMINATION FORM

Name of Candidate: Brian Seeley	School: ORHS
Position: JV Softball	Paid: <input checked="" type="checkbox"/> Non-Paid: <input type="checkbox"/>

Athletic Director Narrative:

Our softball numbers are large, therefore we need a JV team. Brian will move from the Middle School Softball team (he had already been nominated and approved) and will coach the JV Softball team. Since we did not have JV Boys Volleyball, we would like to use that stipend for JV softball.

Attachments: Reference Checks: Application:

Andrew P. Lathrop
Signature of Athletic Director

3-23-18
Date

Oyster River Cooperative School District

COACHING NOMINATION FORM

Name of Candidate: David Geschwendt	School: ORMS
Position: MS Softball	Paid: <input checked="" type="checkbox"/> Non-Paid: <input type="checkbox"/>

Athletic Director Narrative:

Works currently at the MS as a School Psychologist and also coaches the basketball team. David brings a wealth of knowledge to the program. He is replacing Brian Seeley (Brian has moved to JV Softball at the High School)

Attachments: Reference Checks: Application:

Andrew P. Lathrop
Signature of Athletic Director

3-23-18
Date

Oyster River Cooperative School District

COACHING NOMINATION FORM

Name of Candidate: Heather Concannon	School: ORMS
Position: Middle School Track	Paid: <input checked="" type="checkbox"/> Non-Paid: <input type="checkbox"/>

Athletic Director Narrative:

Heather is currently employed at the Middle School as a para professional. She has worked with the track to in the past and brings extensive running experience to the program.

Attachments: Reference Checks: Application:

Andrew P. Lathrop
Signature of Athletic Director

3-23-18
Date

Oyster River Cooperative School District

COACHING NOMINATION FORM

Name of Candidate: Tyler Nadeau	School: ORHS
Position: Asst. Varsity Baseball	Paid: <input type="checkbox"/> Non-Paid: <input checked="" type="checkbox"/>

Athletic Director Narrative:

Tyler works in the building as a para-professional and brings a lot of baseball knowledge to the team.

Attachments: Reference Checks: Application:

Andrew P. Lathrop
Signature of Athletic Director

3-23-18
Date

Oyster River Cooperative School District

COACHING NOMINATION FORM

Name of Candidate: Steve Lambert	School: ORHS
Position: Assistant Varsity Baseball	Paid: <input type="checkbox"/> Non-Paid: <input checked="" type="checkbox"/>

Athletic Director Narrative:

Steve has tremendous amount of baseball experience to add to our program and will make a great addition to the staff. We are very fortunate that he wants to volunteer!

Attachments: Reference Checks: Application:

Andrew P. Lathrop
Signature of Athletic Director

3-22-18
Date

Policies for
First/Second Read/Adoption/Deletion
**SB Meeting of
April 4, 2018**

Title	Code
Policies for First Read	
Policies for Second Read/Adoption	
Payment for School Meals	EFAA
Policies for Deletion	

As a reference the March 14, 2018 policy minutes are attached to this packet.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: EFAA
Draft to Policy Committee: September 13, 2017 & 10/11/17 Re-review by Policy Committee: March 14, 2018 School Board First Read: March 21, 2018 School Board Second Read/Adoption: April 4, 2018	Page 1 of 3 Category: Priority

~~School Meals Program Charging~~ [Payment for School Meals](#)

The [Oyster River Cooperative School District](#) provides the opportunity to purchase (breakfast, snacks, and) lunch and other purchases items from the school cafeteria. Each meal meets or exceeds the federal nutrition standards.

The school lunch program is required by federal law to operate as a non-profit which must end each fiscal year without a negative balance. Uncollected debt must be paid to the school meals program from other funds. Therefore, parents of students required to pay the full or reduced price for meals must ensure that the school meals program is paid for their student's meals. The District's policy is to quickly escalate efforts to bring student meal accounts into positive balance, to avoid circumstances where these accounts build significant debt.

Student Meal Accounts

The District uses a point-of-sale computerized meal payment system which has an account for all students. Parents of students who will be purchasing meals using this system are required to establish and maintain a positive balance in the student's meal account.

Funds may be deposited into a student meals account by cash, check, or on-line payment. Cash or checks made out to: [Oyster River Child Nutrition or ORCN](#) should be presented to the Cashier at the cafeteria, as payment is expected no later than when the meal is served. ~~Principal's Office, the Food Service~~. A check may also be mailed to the [ORCSD District's Child Nutrition Office attention Doris Demers, 33 Coe Drive, Durham, NH 03824](#). The District also utilizes the services of [MealMagic.com](#). Funds can also be deposited into an established student meals account through [www.sendmoneytoschools.com as an electronic transaction](#). The use of checks or on-line payments is encouraged, as each provides a record.

[A fee of \\$10.00 will be charged to the parents for each check returned for insufficient funds.](#)

Balance Statements

The District will work proactively with parents to maintain a positive balance in their student's meal account. The Child Nutrition Director has established a procedure at each school requiring that a low balance statement be sent to parents whenever the balance in a student's meal account falls to or below a set amount that approximates the amount typically necessary to pay for one week of meals.

The District encourages parents to monitor the student's use of the meal account to ensure that a sufficient balance is available at all times for their student to charge meals.

Each [low-balance](#) notice to parents will include information on how to verify a student meals account balance, how to resolve concerns regarding the accuracy of the account balance, or to obtain information on the school meals program, including the name, title, hours when available, phone number, and e-mail address of an appropriate member of the District staff. These notices will be sent via e-mail.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: EFAA
Draft to Policy Committee: September 13, 2017 & 10/11/17 Re-review by Policy Committee: March 14, 2018 School Board First Read: March 21, 2018 School Board Second Read/Adoption: April 4, 2018	Page 2 of 3

The District's policy is to ensure that students have access to healthy meals and that no student will be subject to different treatment from the standard school meal or school cafeteria procedures. Therefore, the District will allow students in Grade K-4 to purchase a meal, even if the student's meal account has insufficient funds. This policy applies to all meal offerings generally available at the cafeteria for breakfast and lunch. Middle and high school principals have set funds aside for students that do not have money on their accounts, to borrow for the day.

Students Without Cash in Hand or A Positive Account Balance

When a student does not have money to pay for a meal or has a negative balance in the student meals account, a student requesting a meal shall be provided with a meal from among the choices available to K-4 students. [The same will be provided for middle and high school students. once they](#) ~~However, students will be required to have visited the school office or nurse's office to borrow funds.~~ The only exception will be where the student's parents have provided the District with specific written direction that the student [is not partaking in the](#) ~~not be provided with a school lunch-meals program-meal.~~ When parents chose to provide meals sent from home, it is the parents' responsibility to explain to their student the necessity of the student not using the school meals program.

[If the student's meal account debt accumulates to \\$25.00 or more, the parents will be requested to meet with the principal.](#) When appropriate, the principal [in conjunction with the Child Nutrition Director](#) should explore with the parents whether an application for free or reduced cost meals is warranted. Where extenuating circumstances of financial hardship exist, and the family is not eligible for free or reduced cost meals, the District will work with the parents to identify and engage governmental and private charitable resources which are available to assist the family.

If a student with a negative balance in his or her meal account seeks to purchase a meal with cash or check, the student will be allowed to do so. There is no requirement that the funds be applied first to the debt. [However, a la carte snack purchases are not allowed with a negative account balance.](#)

Unresolved Debt

If parents fail to provide the student with a meal sent from home, continue to fail to provide funds for their student to use the school [lunch-meals](#) program, continue to refuse to cooperate with reasonable requests by District staff to address the overdue debt, [the Child Nutrition Director](#), acting in the best interest of the District, [will notify the Business Administrator to determine if](#) additional action is needed to pursue collection of the outstanding debt.

The Superintendent shall try to identify non-profit charities that are willing to contribute funds to the district to assist in keeping a positive balance in the meal account of students whose parents do not qualify for free meals and who due to financial hardship are unable to consistently keep the student meals account in a positive balance. If at the end of the fiscal year uncollected debt in student meal accounts must, as a last resort to fulfill federal requirements, be paid to the school meals program from other District funds, the parents' debt for unpaid meal charges shall be owed to the District. Applying the policy set forth above, the Superintendent shall determine if further collection efforts are in the best interest of the District. Any payments collected on debt that has been offset with District funds, shall be credited to the District.

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Staff Enforcement of Policy/Training

A copy of this policy and refresher training shall be provided annually to all child nutrition and school staff responsible for serving student meals or enforcing this policy. New staff with these responsibilities shall be provided with a written copy of the policy and training on the policy during their initial training or orientation. In accordance with federal requirements, a record shall be maintained documenting that new staff receive the policy and training. The record must also document that all applicable staff receive a copy of the policy and refresher training annually.

Legal References

15 U.S.C. § 1692-1695 federal Fair Debt Collection Practices Act (FDCPA)
42 U.S.C. 1758(b)(6), Use or disclosure of information
Civil Rights Act of 1964 & 7 C.F.R. Part 15, Subpart A & B
2 C.F.R. §200.426
7 C.F.R §210.09, 210.10, 210.15, 245.5
RSA 169-C:29-31
RSA 189:11-a
RSA 358-C New Hampshire's Unfair, Deceptive or Unreasonable Collection Practices Act;
NH Dept. of Education Technical Advisory - Food and Nutrition Programs

Cross Reference:

JLCF - Wellness
EFA- Availability and Distribution of Healthy Foods
EFC - Free and Reduced-Price Meals

Policy Committee Meeting Minutes

Wednesday, March 14, 2018 @ 3:30 PM

Attendees: Kenny Rotner, Denise Day, Tom Newkirk, James Morse, Todd Allen, Wendy DiFruscio

Visitors: Suzanne Filippone, Heather Machanoff, Jay Richard

Denise called the meeting to order at 3:30 PM.

Dr. Morse opened the meeting with Policy and procedure KCDA & R – Memorial, Dedication and Recognitions. Stating that this was being brought back to the committee for review and possible revisions for other ways to handle memorials and turned the discussion over to Todd Allen for his input.

Todd explained that he reviewed the hand out from Prepare that was included in the back up which described acceptable alternatives to having a memorial. We need a more clearly defined process along with a committee to oversee and review requests for memorials.

Suzanne explained the procedure followed at the high school and also noted that requests sometimes do not come to them, but also to other administrators as well as Board members. Lengthy discussion ensued with a determination that language will be added to both the policy and procedure to define the process. It was determined that a committee should be formed. Heather will assist in creating this committee. The suggested policy and procedure will be brought back to the policy committee at their next meeting.

Heather Machanoff left the meeting at 4:00 PM.

Jim resumed the meeting with the District's current Policy EFAA – Payment for School Meals. He explained that this policy is being brought back for further clarification with input by the middle and high school principals. Jay Richard explained the current process at the middle school and stated that accountability is the challenge. Suggestions were made on different ways that might be used for students forgetting their lunch or needing to borrow from the office. Mr. Richard explained that the current system does work. Mrs. Filippone made a suggestion that we could possibly ask anyone having an end of year balance if they would like to carry it over or donate it to the school. Dr. Morse stated that we could run that suggestion by Mrs. Demers for her input. This policy will go to the School Board for a first read at their March 21st meeting.

Dr. Morse explained that JICJ & R – Technology Devices policy and procedures will align with the cell phone policy that is currently being reviewed and felt that this policy should be placed on hold until we move forward with the cell phone policy.

Meeting ended at 4:20 PM – Next meeting April 11, 2018.

Respectfully submitted,
Wendy L. DiFruscio